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ABSTRACT

Designed to enable the special needs student to comprehend and complete job application forms, this set of activities on job application vocabulary, neatness, and following directions is the third unit in a nine-unit secondary level careers course intended to provide handicapped students with the knowledge and tools necessary to succeed in the world of work. An initial pretest on basic vocabulary terms precedes the nine activities. The first activity involves the discussion of terms found on standard application forms. Activities 2 and 3 consist of reading emphasizing the importance of neatness and also provide practice in writing neatly. Practice in supplying complete and correct information is given in the fourth activity. Following a list of hints in activity 5, activities 6 and 7 provide more practice in following directions and writing neatly. Two posttests constitute the final two activities. The first involves completing sample job application questions and the second involves reviewing forty vocabulary terms. (The other eight course units which include activities on job search methods, job interviews, and keeping and changing jobs are availabe separately--see note.) (MN)

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CAREERS

(A Course of Study)

UNIT III

DO IT RIGHT!

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UNIT III: DO IT RIGHT!

Objective

Pre-Test

Vocabulary

Activity 1: Discussion Words

Activity 2: Doing The Best You Can

Activity 3: Be Neat: Printing Neatly Helps

Activity 4: Be Complete! And Be Accurate

Activity 5: Can You Take A Hint?

Activity 6: If All Else Fails, Follow The Directions!

Activity 7: How To Be The Best

Activity 8: Post-Test, Part I, "Can you do your Best?"

Activity 9: Post-Test, Part II, "Do you know these words now?"

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UNIT III: DO IT RIGHT!

Objective: By the end of this unit, the student should understand how important it is to correctly and neatly fill out forms, especially application forms. They should comprehend the necessary vocabulary words seen on application forms. They should be able to tell an acceptable application form, and they should understand what abbreviations are. By the end of the unit, they should be able to neatly fill out an example application form.

UNIT III
PRE-TEST

HOW MUCH DO YOU ALREADY KNOW?

How much do you already know?

1. What is an abbreviation?_____

   _____

2. Print your name:_____
3. If you were asked, "How many children do you have?", on an application form, and your answer was no, what would you do?_____
4. Do all employers read every application form they get?

   _____

5. Should you fill in every blank on an application form?

   _____

6. Write you name:_____
7. If your name was Richard J. Smith, would it be okay to put your nick name on an application like this: Dick Smith?_____Why or Why not?_____
8. Name 2 things you think would be most important when filling out application forms.

   a)_____

   b)_____

If you didn't know all the answers to this check-up, you are going to have a chance to learn them.

WORDS YOU SHOULD KNOW

These are words you should recognize by the end of this Unit. Read them to your teacher.

Put a check by the ones you need to learn. Then after you have learned it, erase the check.

1. abilities, skills
2. address
3. area code
4. biography
5. birth date, B.D.
6. children, family
7. citizen (s)
8. company
9. complete, describe
10. confidential
11. coverage
12. credit
13. customer (s)
14. department (s)
15. dependent (s)
16. doctor, physician
17. driver's license
18. emergency (ies)
19. employer, employment
20. equipment, equip
21. friend (s)
22. grade
23. handicap, defects
24. height, weight
25. identification, I.D.
26. income
27. information
28. instructions
29. legal name
30. maiden name
31. married, single, marriage
32. medical/medication
33. middle name
34. nationality, citizen
35. notify, accident
36. number
37. occupation, business
38. parent, guardian
39. permission
40. personal, personnel

41. previous experience
42. print
43. reason
44. recommendation
45. reference
46. relative
47. relationship
48. signature
49. social security
50. telephone number, phone
51. thank you
52. vocational training, vocation
53. work permit
54. zip code

UNIT III
CHAPTER 1
Activity 1

DISCUSSION WORDS

Go over these words with your teacher and discuss them.

1. sell yourself
2. good impression
3. application
4. complete
5. apply to you
6. accurate
7. abbreviation
8. prepared
9. previous
10. necessary
11. incomplete

Add your own words as you need to:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

DOING THE BEST YOU CAN

Everytime you fill out a form for a job, you have a chance to sell yourself. It is your chance to make a good impression on paper.

You will be asked to fill out many different forms for different jobs. Even before you start looking for a job, you have to fill out dozens of forms. There is your driver's license application. Or how about your social security number application? And then, maybe you'll have to get a work permit.

This next chapter is to help you fill out forms in the best way you can, so that an employer will want to look at your application. Some applications and forms can be difficult to fill out, but with our help you're going to be a "great form-filler-outer!"

On the next few pages will be the best hints in the world for filling out a form, and then we will get to put them into practice.

BE NEAT "Pinting Neatly Helps"

Do you print or write neatly? Could an employer read your printing or writing? It is important. YES IT IS! If an employer cannot read your application or form, you may be turned down for the job. Give yourself an even chance. Learn to print neatly before you apply for a job.

"Practice makes Perfect" is a true statement! Try on everything you do. Make your work look EXTRA GOOD!

Try to fill this form out neatly and then go see your teacher. The teacher can tell you how you can do it better- (maybe, if you do it extra neat, they won't have to tell you how to do it better!)

PERSONAL HISTORY

Name _____
Last First Middle

Address _____
Street Number City State Zip Code

Birthday _____ Birthplace _____
Month/Day/Year City State

Height _____ Weight _____
Feet/Inches

BE COMPLETE! And Be Accurate!

AND Things You Need to do well.

There aren't too many employers who will read a form that isn't finished all the way. It's a waste of time to him. He must think to himself, "Does this person think I will hire them when they are messy and do not even finish an application form? Huh!"

Here are some things you will find that you need to do well when filling out forms. Notice the rules.

1. Rules: NO INFORMATION LEFT OUT

wrong: Height:_____ Weight 165 lbs.

right: Height: 5'10" Weight 165 lbs.

2. Rule: NO INCOMPLETE NAMES

wrong: Name Smith R
(Last) (First) (Middle)

right: Name Smith Robert James
(Last) (First) (Middle)

3. Rule: NO NICKNAMES

wrong: Name Bobby Jones

right: Name Robert P. Jones

4. Rule: NO INCORRECT SPELLING - If in doubt about a word-check it out with someone. Also, you should always be prepared before going to fill out any forms. (see section on *BE PREPARED)

   wrong: stack clirk

   right: stack clerk

5. Rule: NO UNCLEAR ABBREVIATIONS.
   If in doubt about how to abbreviate a word. DON'T!
   Just write it out. Know how to spell titles and company names.

<u>IT'S BETTER NOT TO ABBREVIATE THESE</u>. . . .

1. JOB TITLES:
   maint. (for maintenance)
   tr. dr. (for truck driver)

2. SALARY:
   65 w (for $65 a week)

3. COMPANY NAMES:
   Fbrgls. Co, (for Fiberglass Co.)

4. REASON FOR LEAVING A JOB:
   rt. sch. (for returned to school)

IT'S OKAY TO ABBREVIATE THESE . . .

1. NAMES OF STATES:

   Fullerton, Calif.

2. STREET, ROAD, AVENUE, BOULEVARD:

   210 Amber Rd.

3. DATES:

   Jan. 7, 1979 11/7/78

4. HIGH SCHOOL, JUNIOR HIGH SCHOOLS:

   Fullerton Junior H.S.

5. ARMED FORCE TITLES:

   Sgt. U.S.M.C.

6. COMPANY, CORPORATION:

   Tdd Motor C.

CAN YOU TAKE A HINT?

* BE NEAT! Print, write or type, but do it neat. No employer wants to hire a slop.
* BE COMPLETE! Answer every question. If the question doesn't apply to you - write "NONE", or draw a neat line in the blank to show you didn't overlook it.
* BE ACCURATE! Read everything in the application form first. This will keep you from making mistakes. You don't want the employer to think you're a dummy! Be sure everything is complete before you hand it in.
* ASK! Ask the person who gave you the application form what is meant by a certain abbreviation if you don't know it.
* BE PREPARED! Carry all the facts about yourself in your wallet or purse (personal information sheet). You will save a lot of time this way. And if you have trouble with spelling you can have those hard words written down all ready for you to use. (Won't you look good!)
* LIST AND DESCRIBE! List all previous work experience, education, on-the-job training and describe exactly what you did. List all the different machines you've worked with, too.

IF ALL ELSE FAILS, FOLLOW THE DIRECTIONS!!

Filling out an application is not hard, but it does mean giving it the best you've got to fill it out correctly and neatly. The following examples are here to help you understand the items on an application form. The examples show you how to give all the information neatly.

Follow instructions carefully! Do what is directed on the application forms.

Read the sample instructions given and the examples of how to do each one.

Read carefully. You don't need to do anything but just read here.

Instructions Given:	How To Do It:
1. Check one	✓ yes no
2. Circle your answer	1 2 3 4 5
3. Underline your response	temporary or permanent
4. Place an X in the blank	_____ single __x__ married
5. Write; do not print	Write
6. Please print	Print
7. Do not write in this space	_____

If the form doesn't tell you whether to circle, underline, or place an X, follow these rules.

If there is a small line or box or circle, use a check( ) or an X.

Languages You Speak: English____, French____, Spanish____, Other____

If there is no line or box or circle, you may either circle or underline.

Expected Weekly Wage: $25 (\$50) $75 $100 or

$25 $50 $75 $100

If the form doesn't tell you whether to write or print, you may take your choice. But, do the one you can do the best. Be neat.

At the top of the application forms you may see Mr., Miss, or Mrs. before the space for your name. Mark a neat line through the ones you are not using.

The application form will have spaces like the following in which you are to list the names and addresses of the places you have worked. You will need to give the dates of your jobs from the month you started to the month you left. Begin with your first job and lead up to the present date. Abbreviate the dates by giving the number of the month and year, as shown in the example. Date example for May 10, 1959 to August 12, 1963:
(5/10/59) - (8/12/63)

NAME OF PAST EMPLOYERS List your last employer first	EMPLOYER'S ADDRESS	DATES FROM TO

UNIT III
Activity 7

"HOW TO BE THE BEST"

Look at the right and wrong examples given for some of the common problems in being neat.

PROBLEMS	WRONG	RIGHT
1. Smudges	Jack Smith	Jack Smith
2. Messy corrections	Susan E. Jones	Susan E Jones
3. Messy Handwriting	1934 Lake	1934 Lake
4. Strange Abbreviations	Fbgls Co.	Fiberglass Co.
5. Writing too large	Jeff Jackson	Jeff Jackson
6. Writing too small	David G Cummings	David G Cummings
7. Writing out of the space	1946 Antler	1946 Antler

Read these answers taken from a sample application form. Put a check in a box when you think the writing is "good" or "bad". If you check "bad", make it "good" in the extra space.

SAMPLE	GOOD	BAD	
1. Jacob Hall	☐	☐	
2. 1945 Wilshire	☐	☐	
3. 10669 Chapman	☐	☐	
4. [illegible]	☐	☐	
5. Gurneys store	☐	☐	
6. BLC-FX	☐	☐	
7. [illegible] 493 4525	☐	☐	
8. [illegible]	☐	☐	

15

UNIT III
POST-TEST

"CAN YOU DO YOUR BEST?"

HOW MUCH DID YOU LEARN?

Review the application tips and then complete the following exercises without checking the rules.

1. Circle the last grade of school completed:
   5 6 7 8 9 10 1 12
2. Do you: Board, Rent, Live with parents?
3. Sex: ____Male ____Female ____Age
4. Indicate your marital status with a check:
   ____Single, ____Married, ____Widowed, ____Divorced, ____Separated
5. Underline the skills you have: Type, Drive a car, Use hand tools Operate forklift.
6. Would you be willing to travel? YES____ NO____
7. Mark with an X the number of people who depend on your income.
   ____1 ____2 ____3 ____4 ____5 ____6 or more
8. The average grade you get in school: A B C D or F
9. Please print your name:
   Mr.
   Mrs.
   Miss_____
   (Last) (First)
10. Your last school:
    NAME FROM TO
    _____

11. List all past employers and dates of employment, list your last employer first.

NAME OF PAST EMPLOYERS	ADDRESS	FROM	TO

DO YOU KNOW THESE WORDS NOW?

Go over these words with your teacher or a partner. Review them. If you don't know some of them yet, get some help.

1. abilities, skills
2. address
3. area code
4. biography
5. birth date, B.D.
6. children, family
7. citizen (s)
8. company
9. complete, describe
10. confidential
11. coverage
12. credit
13. customer (s)
14. department (s)
15. dependent (s)
16. doctor, physician
17. driver's license
18. emergency (ies)
19. employer, employment
20. equipment, equip
21. friend (s)
22. grade
23. handicap, defects
24. height, weight
25. identification, I.D.
26. income
27. information
28. instructions
29. legal name
30. maiden name
31. married, single, marriage
32. medical/medication
33. middle name
34. nationality, citizen
35. notify, accident
36. number
37. occupation, business
38. parent, guardian
39. permission
40. personal, personnel